

December 13, 2011

REQUEST FOR PROPOSAL
ARCHITECTURAL/ENGINEERING DESIGN SERVICES AND
MECHANICAL ENGINEERING DESIGN SERVICES FOR
DPW-INFRASTRUCTURE SERVICES-FACILITIES DEVELOPMENT AND MANAGEMENT SECTION
FOR VARIOUS CITY BUILDINGS
MILWAUKEE, WISCONSIN

General Scope of Services

Provide architectural/engineering(A/E) design services for interior and exterior building projects for City of Milwaukee facilities including City Hall, Zeidler Municipal Building, 809 Broadway Building and other outlying buildings located in the City of Milwaukee, including all required architectural, structural, HVAC, plumbing, life/safety, fire suppression and electrical design as necessary for their assigned independent projects. The types of design work involved in these projects include, but are not limited to, office/building remodeling, Americans with Disabilities(ADA) alterations, and facilities exterior work including masonry repair, re-roofing, window replacement, parking deck restoration and yard paving. This work shall include programming, preliminary design, design development, preparation of contract documents (plans and project manual) for bidding construction, preparation of a detailed cost estimate and time schedule based upon the final design, and bidding and construction phase services as outlined under "Project Tasks". Office/building remodeling projects that include HVAC design shall also require commissioning services from project design through project completion. The work shall include the coordination of the project design team for all the above services.

Provide mechanical engineering(ME) design services for the upgrade/replacement of existing and installation of new mechanical systems at various City of Milwaukee buildings, including all HVAC, plumbing, fire suppression and related architectural, structural, life/safety, and electrical design as necessary for their assigned independent projects. These projects shall also include commissioning services from project design start-up through project completion. The types of design work involved in these projects include, but are not limited to, the upgrade/replacement of existing (in whole or part) and installation of new HVAC, plumbing, fire suppression and life/safety systems. This work shall include the preliminary design to determine the most effective and efficient systems and equipment or combination thereof, to be installed or replace the existing systems and/or equipment; design development to engineer the interaction of the new equipment with other building systems where applicable. For example, if direct gas-fired make-up air units are used, the hot water boiler system's size/capacity requirements are reduced. Incorporate all required equipment accessories into the design; preparation of contract documents (plans and project manual) for bidding construction; preparation of a detailed cost estimate and time schedule based upon the final design; and bidding and construction phase services as outlined under "Project Tasks". The work shall include the coordination of the project design team for all the above services.

In addition, the A/E and ME consultant will provide project support functions as needed, including structural engineering, CADD drafting and construction inspection services, to assist City staff on projects.

The A/E and ME design services contracts will each be for three (3) years with three (3) one (1) year options to extend each contract. The City anticipates retaining multiple consultants for this contract period. Projects for years 2012 through 2017 will be dependent upon approval of annual budgets by the City's Mayor and Common Council.

Approved annual project/program funding for A/E design services can range from \$0 - \$5,000,000 for office/building remodeling; \$0 - \$400,000 for ADA alterations; and \$100,000 - \$2,000,000 for facilities exterior work, with funding for a new building or building addition project being up to 10-15,000 square feet in a given year.

Approved annual project/program funding for ME design services for the installation, upgrade/replacement of existing and installation of new mechanical systems can range from \$0-1,500,000 for facilities systems, and \$500,000 - \$3,000,000 for municipal garages/outlying buildings work.

Annual project/program support functions from A/E and ME consultants can range from \$0-\$100,000.

Because this is an umbrella contract in which consulting firms will be working on an as-needed basis, there is not a specific scope of work for us to outline in this scope of services document. Once the City recognizes a need for A/E and/or ME design services, the City will define the scope of services needed from which the consulting firm will then prepare a project specific proposal, cost estimate (based on the consultant's submitted fee for professional services), with a "not to exceed dollar amount" and time schedule for the City to review and approve, prior to initiating any project activities.

The construction of projects may be bid/contracted individually or in a grouping of multiple projects.

The City reserves the right to select more than one firm for these contracted consultant services.

Sustainability

The consultant shall incorporate the LEED-EB process into their design to maximize the number of LEED-EB prerequisites and points that are achievable. The City of Milwaukee will include these points in their LEED-EB program for each building (where applicable) in order to obtain the future goal of attaining enough credits to be eligible for a LEED-EB silver rating. The consultant shall provide a review of the LEED-EB checklist, noting YES/NO/MAYBE at each credit based on the possibility of this project achieving that credit. The checklist shall be provided at the start of design development, and reviewed/updated at 50% completion of the design, and 100% completion of the contract documents.

Appropriate energy modeling of the facility where the project is taking place shall be performed using the ASHRAE 90.1-2004 minimum standard. Modeling shall be done of the existing facility's design and for each new design alternative (option), and used as the basis for comparison to explicitly show the performance level provided with each design option. Additionally, this information shall be used as part of a total life cycle cost analysis utilizing the State of Wisconsin, Division of Facilities Development's "Total Life Cycle Cost (TLCC) Work Sheets" or similar spreadsheet for life cycle cost comparison.

By the City:

The City will make available any existing plans or surveys of facilities included in the project's scope of work for consultant review. Existing plans that are available vary in presentation format (CADD [MicroStation], original tracing, or blueprint) and may not reflect the current layout or conditions.

The City may execute the construction of any communications systems (telephone, speaker, and computer data line services).

The City will facilitate any asbestos abatement work for these projects, except for removal of asbestos containing roofing materials.

The City may use City staff for the general construction and electrical work on some projects.

The administration of the bidding process and construction contract will be by the City.

The City will provide the following sections of the project manuals:

Bidding Requirements

00030 City of Milwaukee General Official Notice

00031 City of Milwaukee Specific Official Notice

00100 Instructions to Bidders

General Conditions

00700 General Conditions

00821 Inspection Charges

00822 Minimum Wage Scale

All reproductions of final construction document drawings and project manual will be done by the City.

Daily inspection of construction, for DPW contract administrative purposes, will be by the City.

Project Tasks:

TASK I: PRELIMINARY DESIGN AND DESIGN DEVELOPMENT SERVICES

1. Meet with City to establish each project's scope of work, goals, budget, and schedule.
2. The consultant shall submit a project specific proposal, a "not to exceed" cost estimate and time schedule for professional services to the City for review and approval, prior to initiating any project activity. Include the hours and costs for Task I – III and for task IV for each design discipline, and any overhead and reimbursable charges.
3. Meet with the City to establish each project's programmatic needs and design parameters.
4. Field verify existing building dimensions, grades/elevations, conditions, component locations and features, and provide a CADD record base drawing of same.
5. Prepare a preliminary set of design documents and meet with City (include Independence First, an outside consulting firm that reviews ADA requirements where applicable) for review and approval. Make adjustments to documents as necessary (Fee to include two revisions). The consultant shall incorporate the LEED-EB process into their design. Commissioning and energy modeling shall also be incorporated where applicable.
6. Prepare design development documents and meet with City for review and approval. Make adjustments to documents as necessary (Fee to include two revisions).
7. Prepare preliminary cost estimate and time schedule based on the completed design development documents. Meet with City to review and approve preliminary cost estimate and schedule. (The cost estimate for communication systems and asbestos abatement work, except for asbestos containing roofing materials, will be provided by the City). The Consultant is to provide the total project cost estimate working with the City to incorporate the City's portion of the cost. Make adjustments to cost estimate and design development documents (Fee to include one revision).

TASK II: CONTRACT DOCUMENT SERVICES

1. Prepare all necessary architectural, structural, HVAC, plumbing, life/safety, fire suppression, electrical, communication, etc., plans if applicable for each project (including existing and demolition plans, and existing furniture plans if applicable). Also prepare the project manual required to obtain competitive bids and construct each project as follows:

A. Construction Drawings:

- (1) Prepare all the necessary architectural, structural, HVAC, plumbing, life/safety, fire suppression, and electrical drawings required to obtain competitive bids to complete the project's scope of work. Separate construction drawings shall be prepared for each design discipline. A Wisconsin Registered Architect and/or Professional Engineer shall seal the completed drawings.
- (2) Submit contract drawings to the City for review and approval. Make adjustments to documents as necessary. (Fee to include one revision at 50% and one at 95% completion of Contract Documents. Five sets to be submitted each time).
- (3) Furnish to the City the construction drawings as a complete set of computer-generated ink tracings suitable for colored reproduction.
- (4) Prepare drawings to a scale not less than 1/8 in. = 1 ft-0 in., adequately dimensioned and noted to indicate clearly all work and include all appropriate plans, elevations, sections, details, and schedules.
- (5) Deliver to the City electronic files of drawings and reproducible hard copy set of plans. The drawing work is to be performed in a computer aided drafting system. The City requires that drawing work be done in Micro-Station V8 2004. An Auto-Cad compatible

- version (Model R2000 DWG) may be submitted as long as it is determined to be capable of being translated by the City into a Micro-Station V8 2004 readable file. All drawings shall be provided as individual sheets. All floor plans, elevations, sections and details are to be drawn and sent in true scale. Final drawings are to be sent to the City on IBM compatible disc(s). Sample electronic project drawings are to be provided and reviewed at the start of the project to verify they meet these City requirements.
- (6) The consultant shall insure that the contractor provides to the City the as-built electronic files in Micro-station V8 2004 and Adobe PDF format, and reproducible hard copy set of drawings, with all addenda, change orders and corrections approved by the Director of Facilities Development and Management Section, upon completion or termination of the project. Electronic files and hard copy sets shall become the property of the City. The City shall have the right to reproduce or cause to be reproduced any or all of the electronic files or reproducible hard copy set of plans and any supplementary drawings. The City has the right to adapt them for their own use in connection with similar future construction, without compensation to the consultant, and in such use hold the consultant harmless from any liability.

B. Project Manual (Specifications)

- (1) Provide a separate detailed project manual, supplementing the construction drawings, covering all work required for each design discipline. A Wisconsin Registered Architect and/or Professional Engineer shall seal the 100% completed project manual.
 - (2) Submit the project manual to the City for review and approval. Make adjustments to the documents as necessary. (Fee to include one revision at 50% and one at 95% completion of Contract Documents. Five sets to be submitted each time).
 - (3) Prepare a project manual that clearly describes, defines, and identifies the general conditions and requirements; the scope of the work for each discipline, required materials, products, and devices; the results to be obtained in the construction and installation of the work; and the sizes, capacities, and pertinent characteristics of all required fixtures, equipment, and accessories, etc., including electrical disconnects, starters, and controls.
 - (4) Research applicable codes and regulations and list those that apply to this project. As a minimum, consider noise, dust, traffic, public access/exiting, project phasing, contractor staging, coordination with utilities and existing mechanical/electrical equipment and its protection, and possible coordination/meetings as required.
 - (5) Provide "Front End" documents (Division 0 -- Bidding Requirements and Division 1 -- General Requirements, including the Summary of Work with Project Description that gives a general outline of all work included in the project). In writing the "front end" documents, the consultant shall insure that they are not conflicting or missing information/requirements that are included in the main body of the specifications.
 - (6) The consultant shall deliver to the City on compact disk(s), electronic files of the project manual. The file format shall be compatible with Microsoft Office 2003™ (or latest version), and the text shall be in 10 pt Arial font. Furnish to the City a colored paper copy of the project manual suitable for photocopy.
 - (7) The consultant shall insure that the contractor provides to the City the as-built electronic files and a reproducible hard copy set of the project manual, with all corrections, addenda, and change orders approved by the Director of Facilities Development and Management Section, upon completion or termination of the project. They shall become the property of the City, which shall have the right to reproduce or cause to be reproduced any or all parts thereof and adapt them for the City's own use in connection with similar future construction without compensation to the consultant and in such use hold the consultant harmless from any liability.
2. Submit the necessary construction documents, sealed by a Wisconsin Registered Architect and/or Professional Engineer to the Plan Examination Section of the Development Center for plan review and obtain a "No Fee" building permit. Construction documents are to comply with the latest energy code

(ASHRAE STD.90.1-2004) and IBC/IBCE barrier free code requirements (Americans with Disabilities Act of 1990, 42 U.S.C. Sec. 12101, et seq.) as amended and adopted by the State of Wisconsin. Provide required support calculation information.

3. Prepare estimates of construction cost for each branch of work including architectural, structural, HVAC, plumbing, life/safety, fire suppression, and electrical. The cost estimate for communication systems and asbestos abatement work, except for asbestos containing roofing materials, will be provided by the City.

TASK III: BIDDING PHASE SERVICES

1. Attend any necessary meetings, including a Pre-Bid Meeting, and receive telephone calls and respond to any bidder questions.
2. Assist in providing addenda as necessary during the bidding phase.
3. Review and analyze the contractors' bids and render consultation and other such assistance as necessary and requested by the City.

TASK IV: CONSTRUCTION PHASE SERVICES

1. Provide construction administrative/management services. Set up meeting agenda and conduct the Pre-Construction and Construction Progress Meetings. Lead meetings and resolve design and/or construction related problems. Record and distribute meeting minutes.
2. Monitor and evaluate the project's quality control, material quality, budget, and schedule, and inform the city in writing of any discrepancies.
3. Conduct inspections as required throughout the construction period to ensure that contractors (outside contractors or in-house City staff) are complying with the requirements of the construction documents. Provide certification of contractor compliance with construction documents and obtain occupancy permit.
4. Check, approve, and distribute all submittals and shop drawings required in the project manual. Provide three (3) copies to the City.
5. Answer construction related contractor questions, requests for information (RFI's), and provide appropriate verbal, written, and drawn contract document clarifications including those required for change order requests (COR's).
6. Review and make recommendations on change order and payment requests submitted by contractors. Maintain a log to track all RFI's and COR's. Recommend approval of COR's, and payment requests for the design and construction phase. Monitor and provide monthly status report on project's cost and schedule.
7. Develop and review final punch list of construction correction items.
8. Collect and deliver to the City all warranties, guarantees, operation and maintenance manuals, and close-out documents (i.e., as-built drawings, testing and balancing reports, commissioning report if applicable) provided for in the project manual. Provide documentation as necessary to validate LEED-EB Credits that are being obtained for a project.
9. Prepare actual cost and completion time reports, comparing them to the originally estimated project cost and time schedule.
10. Conduct 11-month post construction walk-through, develop, and distribute list of items needing correction under contract guarantee.

Projects Time Schedule

2012 through 2014 Projects:

It is expected that all 2012 projects would be bid and under construction in 2012. Design work on anticipated 2013 - 2014 projects would not begin until those projects are approved. It is expected that all 2013 - 2014 projects would be bid and under construction in 2013 and 2014 respectively. Work should start as soon as possible after a contract is signed and each specific project proposal is approved.

2015 through 2017 Projects:

This contract work may be extended with three (3) one (1) year options for years 2015 through 2017. Extension of the contract is subject to the conditions listed in the following Extension of Contract.

Extension of Contract

This contract work may be extended, as previously defined in the General Scope of Services, for years 2015 through 2017 under the following conditions.

1. Satisfactory completion of work identified under Project Tasks by the consultant.
2. Satisfactory participation by EBE sub-consultants.
3. Appropriation of funds for projects to be completed in 2015 through 2017.
4. Fees for work under possible extensions may be increased. Any increases shall be mutually agreed to by both the consultant and City.

Consultant's Organization:

The control and supervision of all aspects of a project shall be under the direction of a project architect or engineer who has sufficient experience in the type of work involved in these projects to complete the projects in a timely, smooth, and proper manner. The project architect or engineer shall be assigned to a project until all work has been completed or until the City agrees in writing that he/she may be replaced or removed.

A staff of competent architects, engineers, and technicians, adequate in number and experience to perform the scope of work herein described, shall be assigned to these projects to accomplish the work within the stated budget and time schedule.

Change Order Liability:

The City reserves the right to direct the extra cost or a portion thereof incurred by the City to the consultant due to a change order(s) that are required during construction to correct oversights by the consultant in the design and/or the preparation of the construction documents. The extra cost is defined as the amount over and above the cost of performing the work had it been correctly designed and included in the original construction contract documents.

Consultant Fee:

The consultant is responsible for monitoring their fee for services. Any additional fee for a change in the project's scope of work will need to be submitted as a change order request to the City for approval prior to the consultant proceeding with the work.

Consultant Invoices:

A project's monthly billing for professional services shall provide the following information:

1. Monthly Invoice

- Fee for hours worked under the following major task groupings:
(Group staff by firm, title, individual, hours worked, hourly rate, and total fee/individual staff)
 - Design, Contract Documents & Bid/Award
 - Construction Administration
- Total fee for each major task grouping
- Total reimbursable cost
- Total fee for project including reimbursable cost

2. Billing Summary

- Monthly fees and total fee to-date for the following major task groupings:
 - Design, Contract Documents & Bid/Award, including reimbursable cost
 - Construction Administration, including reimbursable cost
- Monthly fees and total fee to-date for the project
- Budgeted cost for each major task grouping and the project
- Total fee to date as % of budgeted cost spent for each major task grouping and the total project

Submission Requirements:

Prospective consultants shall submit the following information based on the potential 2012 - 2014 projects as part of their proposal. **We request that these requirements be submitted in the order listed below to simplify the review of proposals:**

1. Consultant's understanding of the scope and intent of this contract.
2. Firm credentials and experience related to projects of this type and scope. Describe your prior projects of similar scope and identify key client contact persons with telephone numbers.
3. Demonstrate your capacity to complete these projects within the desired time schedule and the managerial methods proposed for executing the work. Provide the number of qualified professionals and managerial personnel committed to the project and their responsibilities.
4. List professionals (including sub-consultants) and their areas of expertise relating to these projects. Include:
 - Proposers should provide a project team organizational chart along with details on the experience of each staff person that will be working on projects under this contract. The City requests one person from each firm to be the primary point of contact. This person must be familiar with all of the City projects that the firm is working on. Proposers must identify who this primary point of contact will be. Resumes (two page limit) for each project team member should also be included.
 - Detailed resume of key members and their relative experience on similar assignments.
 - Detailed resume of key members of sub-consultants and their relative experience on similar assignments.
 - Describe your working relationship with any sub-consultants assigned to these projects.

5. State your fees for professional services for these projects. Fees listed in your proposal will apply to all professional services provided under the initial 2012 – 2014 contract. Include:
 - A list of labor rates that will charge for the duration of the contract for all employees, from professional to support staff. Proposers must also provide a breakdown of the anticipated percentage of time that each category of staff will be charging the City.
 - Overhead rates and any other expected charges, including reimbursables.
6. State the percentage increase in your 2012-2014 professional services contract fee for providing similar project services should your contract be extended into years 2015-2017. Include:
 - The percentage increase in the labor rates listed in your proposal which will apply to all professional services provided for each year of the (3) three (1) one year options to extend this contract.
 - The increase in overhead rates and any other expected charges, including reimbursables for each year of the (3) three (1) one year options to extend this contract.
7. Professional liability insurance coverage: \$2,000,000 any one claim and in annual aggregate.
8. Provide a Statement of No Conflict of Interest regarding the purpose of these projects.
9. In accordance with Chapter 360 of the Milwaukee Code of Ordinances, Emerging Business Enterprise (EBE) participation of 18% in this contract is required. Indicate in your proposal how your firm intends to meet this requirement. Any firms(s) utilized as an EBE must be certified by Equal Opportunities Enterprise Program as a City of Milwaukee EBE. Emerging Business Enterprise Provisions can be found at the Department of Public Works web site www.mpw.net/services/bids_home under "Official Notices".
10. Affidavit of Compliance – Disclosure of participation in or profits derived from slavery. Please see Attachment "A". Complete this form and return it as part of your RFP submission.

Submittal:

Submit five (5) copies of your proposal and one (1) electronic PDF version of the same proposal on compact disk. Mail or delivery no later than 4:00 pm on Tuesday, January 17, 2012 as follows:

Attn: Mr. Venu J. Gupta
Director of Facilities Development and Management Section
Zeidler Municipal Building
841 North Broadway, Room 602
Milwaukee, Wisconsin 53202

DPW-Infrastructure Services-Facilities Development and Management Section will review all proposals, interview the most qualified firms, select a consultant(s), and issue a contract(s).

The respondent is responsible for any costs associated with the development of a response to this RFP. All completed responses to this RFP will become the property of the City and as such are subject to the State of Wisconsin Open Records Law upon completion of contract negotiations.

Attachment A

CITY OF MILWAUKEE-DEPARTMENT OF PUBLIC WORKS

AFFIDAVIT OF COMPLIANCE

DISCLOSURE OF PARTICIPATION IN OR PROFITS DERIVED
FROM SLAVERY BY CONTRACTORS

COMPANY NAME: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

This affidavit of compliance will be the contractor's sworn statement that publicly discloses any slavery policies sold by any companies, or profits from slavery by industries or their predecessors who are doing business with the City of Milwaukee as defined in the Milwaukee Code of Ordinances 310-14.

Please check one:

_____ This business was not in existence prior to 1865.

_____ This business was in existence prior to 1865. I have searched any and all records for records of investments or profits from slavery and have found no such records.

_____ This business was in existence prior to 1865. I have searched any and all records for records of investments or profits from slavery and am disclosing the findings on the attached pages.

I hereby declare that all statements are true, accurate and complete as of the date furnished to the City of Milwaukee.

AUTHORIZED SIGNATURE: _____

PRINTED NAME: _____

Subscribed to before me this ____ day of _____, 20____

NOTARY PUBLIC _____ County, _____ State

SIGNATURE: _____

(Seal)

PRINT NAME: _____

My Commission Expires: _____